

BUDGET ADJUSTMENT

Program Year - 2001 - 2002

Project Title &
Number:

Applicant
Agency:

Date:

For Team Use Only
Approved by:

Date: _____

Category of Expenditures	Approved Budget (1)	Proposed Increase (2)	Proposed Decrease (3)	Amended Budget (4)
Administration/ Indirect Costs				
Personnel Costs				
Equipment				
All Other Direct Costs				
Total				
Justification of Budget Change:				

Submitted by:

Signature of Authorized Official

Date: _____

INSTRUCTIONS FOR COMPLETION OF EF-V-128

1. **Approved Budget** - This column should reflect the actual approved budget in the original grant.
 2. **Proposed Increase** - This column should reflect the line categories from the original budget which are to increase (Total proposed increase = total proposed decrease).
 3. **Proposed Decrease** - This column should reflect the line categories from the original budget which are to decrease (Total proposed increase = total proposed decrease).
 4. **Amended Budget** - This column should reflect the budget for which approval is being requested.
- **Administration/Indirect Costs** include all costs associated with the administration of the project.
 - **Personnel Costs** include the salaries and fringe benefits of project employees.
 - **Equipment** includes capital and nonconsumable items costing \$1,000 or more. Remember that equipment must be clearly coded to identify the source of funds, be reflected in a properly maintained inventory of federally-funded equipment, and remain the property of the school.
 - **All Other Direct Costs** include all costs other than administration, salaries/fringe benefits, and equipment. Supplies which total \$500 or more must be itemized.

Please submit a signed original and three copies to:

Margaret Harvey
Workforce Education Sub-Team
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023